

4 November 1953

MEMORANDUM FOR: Colonel White

1. Civil Service Commission Departmental Circular No. 725, dated 8 September 1953, requires Federal agencies to report to the Commission not later than 1 November their plans for complying with the section of the new leave act which directs the elimination of excess annual leave balances held by employees. The Personnel Office has prepared a reply proposed for your signature. This reply does not conform exactly to the Commission's request which is that each agency submit a copy of its leave reduction policy and plans. This Agency's policy and plans were issued as CIA Notice [REDACTED] This Notice is classified "Secret." Consequently, the letter proposed for your signature states that "Security considerations will not permit us to furnish complete copies of the Notices issued to Agency employees." Therefore, in lieu of supplying copies of the Notice to the Commission, the Personnel Office proposes the inclusion of a paraphrased statement in the letter to the Commission.

2. Recommend signature.

STATINTL

SA/DD/A:DCK:dh

Distribution:

- 1 - DD/A Chrono ✓
- 1 - DD/A Subject ✓

Document No. 11
No Change in Class. ☒
☐ Declassified
Class. Changed to: 10-2-6
Next Review Date: _____
Auth.: HR 70-3
Date: 5 Jan 71 023